

## HOME INSPECTORS LICENSING BOARD

### **BOARD MEMBER PARTICIPATION BY ELECTRONIC MEANS**

Pursuant to Indiana Code § 5-14-1.5-3.6, the Home Inspectors Licensing Board (hereafter, the "Board") adopts the following Policy regarding electronic participation by Board Members during a Board meeting. This Policy was adopted by the Board at its meeting of November 30, 2021, with an effective date of November 30, 2021.

#### **PREAMBLE**

This Policy is promulgated and disseminated with the following intent:

Institute Board Member access to and participation in orderly proceedings, especially where there are occurrences that pose impediments to physical attendance;

Follow Ind. Code § 5-14-1.5-3.6, and any amendments thereto, in a manner consistent with the requirements of Indiana's Open Door Law;

Aid in the recruitment of Board Members on a statewide basis whose ability to participate electronically in some meetings would further enhance the attainment and maintenance of balanced geographical representation; and

Encourage Board Members to physically attend meetings whenever possible, particularly when adjudications are scheduled.

#### **ELECTRONIC MEETING POLICY PROVISIONS**

1. At least two (2) Board Members must be physically present at the designated meeting site for the Board meeting and the majority of the appointed member must vote to constitute a quorum.
2. A Board Member is required to obtain prior authorization to participate in the Board meeting electronically.
3. A Board member wishing to attend a meeting via electronic means shall notify the Board Chairman and the Board Director in a reasonable amount of time prior to the Board's meeting unless the request is due to emergency circumstances or inclement weather. Notification should be via email to both the Board Chairman and the Board Director.
4. If multiple Board Members request electronic participation for a Board meeting, and there is the possibility the Board may not have the required number of Board Members physically present at the designated Board meeting site, the Board Chairman

shall determine which Board Member or Members may attend the Board meeting via electronic means pursuant to this Policy.

5. A Board Member participating in a meeting via electronic means may do so by telephone, computer, video conferencing, or any other method of communication that allows for simultaneous communication of the Board Members at the designated meeting site, and the public.

6. The Board Member's participation must be capable of being recorded by the public present at the designated meeting site.

7. A Board Member participating in a meeting electronically is not required to do so in a setting that is open to the public.

8. Any Board meeting with a Board Member attending electronically must take all votes by roll call vote.

9. A Board Member participating in a meeting electronically must confirm in writing the votes cast by the member during the meeting within a five (5) business days after the date of the meeting.

10. Nothing in this Policy affects the Board's right to exclude the public from an executive session in which a Board Member participates by electronic communication.

11. Notwithstanding this Policy, the Board is not required to be physically present at a meeting if the governor has declared a disaster emergency or local disaster emergency, as specified in Ind. Code 5-14-1.5-3.7.

12. The Board Director is delegated by this Board to supervise and coordinate electronic participation pursuant to this Policy.

A motion was made and seconded to accept this Policy at a full Board meeting on November 30, 2021. The motion carried by a vote of 3/0/0 and this Policy is hereby adopted by this Board.